



City of Saint Charles Employment Opportunity

Job Title	Assistant Director of Public Works
Department	Public Works Department
Posting Date	March 12, 2009
Closing Date for Resumes/Applications	Open Until filled
Grade Level & Starting Pay	Grade 21 - \$89,276.30 Annually
Exempt/Non-exempt	Exempt
Status	Full-time

The City of Saint Charles Department of Public Works is recruiting for a full-time Assistant Director to assist the Director of Public Works plan, direct, manage and control City Public Works functions including wastewater/pollution control, streets, water treatment and distribution facilities and flood control systems maintenance and construction, under the direction of the Director of Public Works.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for oversight of operational divisions of Public Works: Street Division, Water Division and Facilities division
- Manages Contract Operator for Wastewater Treatment Facilities
- Manages Sanitary Sewer Lateral Insurance Program
- Manages and prepares Public Works budget, operation and Capital Improvement. Recommends staffing levels, equipment and supply acquisition
- Project Manager for capital improvement projects for water and wastewater facilities
- Assigns tasks and projects to operating divisions, reviews work and projects for compliance
- Approves employee selection, transfer, promotion, discipline and discharge. Department representative for union employee issues
- Prepares technical papers, reports, Council action reports and coordinates Board of Public Works agenda
- Attends and participates in staff meetings, pre-construction conferences, Board of Public Works meetings, City Council meetings and public meetings as required
- Reviews and responds to damage claims and water and sewer bill appeals
- Coordinates projects and assigns coordination with other City departments
- Provides and directs preparation of information and testifies in court regarding claims against the City involving public works matters

- Responds to complaints and investigation requests. Prepares verbal and written responses
- Reviews and recommends Ordinance revision and Department policy revisions
- Serves as Department Emergency Operation Coordinator
- Assumes role of Director of Public Works in his/her absence

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Civil Engineering, Missouri Registered Professional Engineer, six years progressive public works civil engineering supervisory experience, preferably in a local government setting to include project development, design, construction, water, wastewater, storm water or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Design and Operation experience in water and wastewater facilities desired. Valid motor vehicle operator's license required.

Contact Information

Interested applicants should submit a resume or application to: City of Saint Charles Human Resources, 200 North Second Street, Saint Charles, MO 63301-2851. Fax: (636) 940-4606 or Email:

human.resources@stcharlescitemo.gov

The City of Saint Charles is an Equal Opportunity Employer M/F/D/V